

**POINTE COUPEE PARISH CLERK OF COURT
NEW ROADS, LOUISIANA**

Annual Financial Report

**As of and for the years Ended
June 30, 2009**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 4/7/10

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

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POINTE COUPEE PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended June 30, 2009

This discussion and analysis of the Pointe Coupee Clerk of Court's financial performance provides an overview of the financial activities as of and for the fiscal year ended June 30, 2009. +Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Statements of Net Assets and the Statement of Activities (Government-wide Financial Statements) provide information about the activities as a whole and present a longer-term view of the Clerk of Court's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tells how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

Government-Wide Financial Statements (GWFS)

One of the most important questions asked about finances is, "Is the Pointe Coupee Parish Clerk of Court as a whole better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information of the Clerk of Court as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the net assets and changes in them. You can think of net assets - the difference between assets and liabilities - as one way to measure the financial health, or financial position. Over time, increases or decreases in net assets are one indicator of whether its financial health is improving or deteriorating.

POINTE COUPEE PARISH CLERK OF COURT

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended June 30, 2009

Fund Financial Statements (FFS)

The FFS provide detailed information about the most significant funds - not the Clerk of Court as a whole. Some funds are required to be established by State laws. The Clerk of Court uses only the governmental type of funding for reporting with the following accounting approach. Most of the basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called a modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk of Court's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and government funds in reconciliation at the bottom of the fund financial statements.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:
As a result of this year's operations assets exceed liabilities by \$1,341,698 (net assets)

I. Total net assets are comprised of the following:

- (1) Capital assets of \$26,396 include office equipment, furniture and fixtures, automobiles and leased equipment, net of accumulated depreciation.
- (2) Unrestricted net assets of \$915,301 represent the portion available to maintain the continuing obligations to citizens and creditors. Designated net assets of \$400,000 represent special projects consisting of technical upgrades, restoration and preservation of records and office renovations.

II. The governmental funds reported total ending fund balance of \$1,315,302. This compares to the prior year ending fund balance of \$1,193,011 showing an increase of \$122,291 during the current year. This increase was due to the transfer of \$141,450 of interest from Advance Deposit. These monies were an accumulation of the past nine years.

III. Total spending for all judicial activities was \$801,294 for the year, which was \$35,706 less than budgeted.

The Statement of Net Assets and the Statement of Activities reports only one type of activity - governmental activities. Most of the basic judicial services are reported as this type. Fines and fees charged to the public finance most of these activities.

POINTE COUPEE PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009

FINANCIAL ANALYSIS OF THE POINTE COUPEE PARISH CLERK OF COURT AS A WHOLE

The Clerk of Court's net assets increased by \$110,862 as a result of the interest transferred in as explained in the Financial Highlights number III. The overall financial position decreased by \$12,520 during the fiscal year ending June 30, 2009. Unrestricted net assets are the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements. The balance in net assets represents the accumulated results of all past years' operations.

The Clerks of Court's total revenues for the year in governmental activities were \$788,775 a decrease of approximately seven percent.

FINANCIAL ANALYSIS OF THE CLERK OF COURT'S FUNDS

As we noted earlier, the Clerk of Court uses funds to help it control and manage money for particular purposes. Looking at funds helps you consider whether the Clerk of Court is being accountable for the resources provided to it but may also give you more insight into the overall financial health.

As the Clerk of Court completed the year, its governmental funds reported a fund balance of \$1,193,011. Unreserved-undesignated being \$915,301 and designated being \$400,000.

GENERAL FUND BUDGETARY HIGHLIGHTS

The original budget for the General Fund was not revised this fiscal year.

- (1) Salaries & Benefits were under budgeted by \$1,024.
- (2) Group Insurance & Retirement Benefits were under budget by \$28,500, due to the implementation of a high deductible health insurance plan, resulting in the decrease of premiums.

POINTE COUPEE PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009

CAPITAL ASSETS

The investment in capital assets, net of accumulated depreciation, for governmental activities as of June 30, 2009 was \$122,291.

DEBT

At year-end, the Pointe Coupee Parish Clerk of Court had no debt outstanding.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Clerk of Court considered many factors when budgeting the fiscal year rates and fees that would be charged. One of those factors is the new laws and regulations.

Historically, the office staff and costs remain stable with increases in salaries, office expenses, and insurance. The clerk plans some additional capital expenditures for office equipment, a computerized mapping system and preservation of historical records totaling \$400,000 and these monies have already been set aside as designated funds. If these estimates remain consistent, the Pointe Coupee Parish Clerk of Court's General Fund balance is expected to be \$915,300 after these projects are completed.

MANAGEMENTS DISCUSSION AND ANALYSIS - CONTINUED

Statement of Net Assets

The following table represents a condensed Statement of Net Assets as of June 30, 2009:

Assets	<u>2009</u>	<u>2008</u>
Current Assets	\$1,360,798	\$1,200,350
Capital Assets, Net	<u>26,396</u>	<u>37,825</u>
Total Assets	<u>\$1,387,196</u>	<u>\$1,238,175</u>
Liabilities and Net Assets		
Current Liabilities	45,496	7,340
Non-Current Liabilities	<u>-0-</u>	<u>-0-</u>
Total Liabilities	<u>\$ 45,496</u>	<u>\$ 7,340</u>
Net Assets		
Invested in Capital Assets,	26,396	37,825
Unrestricted	400,000	996,127
Designated	<u>915,301</u>	<u>196,883</u>
Total Net Assets	<u>\$ 1,341,697</u>	<u>\$1,230,835</u>

Changes in Net Asset

The following table reflects the condensed Statement of Revenues, Expenditures, and Changes in Net Assets for the year ended June 30, 2008:

	<u>2009</u>	<u>2008</u>
Beginning Fund Balances	1,193,011	1,143,448
Total Revenues	923,585	847,882
Total Expenses	<u>801,294</u>	<u>798,320</u>
Increase (Decrease) in Fund Balance	<u>122,291*see note</u>	<u>49,562</u>
Ending Fund Balances	<u>\$ 1,315,302</u>	<u>\$ 1,193,011</u>

CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT:

This financial report is designed to provide our citizens with a general overview of the Clerk's finances and to demonstrate the Clerk's accountability for the money it receives. If you have questions about this report or need additional information, contact Lanell Swindler Landry, Pointe Coupee Parish Clerk of Court, PO Box 38, New Roads, Louisiana 70760, at (225) 638-9596.

* see Financial Highlights II for explanation.

Financial Section

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INDEPENDENT AUDITOR'S REPORT

Honorable Lanell S. Landry
Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

I have audited the accompanying financial statements of the governmental activities and each major fund of the Pointe Coupee Parish Clerk of Court as of and for the year ended June 30, 2009, which collectively comprise the Pointe Coupee Parish Clerk of Court financial statements as listed in the table of contents. These financial statements are the responsibility of the Pointe Coupee Parish Clerk Court. My responsibility is to express an opinion on these basic financial statements based on my audit. The prior year summarized comparative information has been derived from the Pointe Coupee Parish Clerk of Court's 2008 financial statements and, in my report dated December 8, 2008, I expressed unqualified opinions on the respective financial statements of the governmental activities and each major fund and the aggregate remaining fund information.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluation the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the Pointe Coupee Parish Clerk of Court, as of June 30, 2009, and the respective changes in financial position for the year then ended in conformity with generally accepted accounting principles in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued a report dated March 9, 2010 on my consideration of Pointe Coupee Parish Clerk of Court's internal control and on its compliance with certain provisions of laws, regulations, contracts and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on

compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of my audit.

The management's discussion and analysis and budgetary comparison information on pages 1 through 5 and on page 30, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information.

My audit was conducted for the purpose of forming an opinion on the basic financial statements that collectively comprise the Pointe Coupee Parish Clerk of Court's basic financial statements. The accompanying supplementary information schedules, as listed in the foregoing table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements of the Pointe Coupee Parish Clerk of Court. This additional information is the responsibility of the management of the Pointe Coupee Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

W. Kathleen Beard

March 9, 2010

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Statements of Net Assets
June 30, 2009 with Comparative Totals for 2008**

	<u>2009</u>	<u>2008</u>
ASSETS		
Cash and cash equivalents	\$825,851	\$775,839
Investments	510,001	389,156
Accounts receivable	14,990	24,488
Due from other governments - State of LA	5,120	4,757
Due from Advance Deposit Fund	0	0
Accrued interest receivable	2,062	2,905
Prepaid insurance	2,773	3,205
Capital assets, net of accumulated depreciation	26,396	37,825
Total assets	<u><u>\$1,387,194</u></u>	<u><u>\$1,238,175</u></u>
LIABILITIES		
Accounts payable and accrued liabilities	\$2,748	\$7,340
Due to Advance Fund	42,748	-
Total liabilities	<u><u>45,496</u></u>	<u><u>7,340</u></u>
NET ASSETS		
Invested in Capital Assets	26,396	37,825
Designated	400,000	196,863
Unrestricted/Undesignated	915,302	996,127
Total net assets	<u><u>\$1,341,698</u></u>	<u><u>\$1,230,835</u></u>

See notes to financial statements

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Statements of Activities
For the Year Ended June 30, 2009 with Comparative Totals for 2008**

<u>EXPENSES</u>	2009	2008
<u>Current-Judiciary:</u>		
Salaries and related benefits	431,866	430,594
Group insurance and retirement benefits	201,438	200,232
Insurance - other	13,280	10,335
Office supplies and expense	26,528	34,913
Postage and publishing	9,564	5,607
Equipment rental	24,441	26,980
Recording costs	44,013	34,629
Technical services and fees	38,681	31,657
All others	5,712	5,379
Special projects - designated funds	4,559	12,832
	<hr/>	<hr/>
Total current expenditures	800,082	793,159
Depreciation	12,642	16,796
	<hr/>	<hr/>
Total expenditures	812,724	809,955
	<hr/>	<hr/>
<u>PROGRAM REVENUES</u>		
Charges for services	\$732,487	\$786,277
Licenses and permits	3,223	3,520
	<hr/>	<hr/>
Total program revenues	735,710	789,797
	<hr/>	<hr/>
<u>GENERAL REVENUES</u>		
Election/qualifying fees	3,961	3,075
Clerk's compensation fund reimbursements	16,500	19,450
Miscellaneous revenues	5,488	3,118
Interest earned	161,927	32,442
Gain/(Loss) on disposal of capital assets	0	0
	<hr/>	<hr/>
Total general revenues	187,877	58,085
	<hr/>	<hr/>
Total revenues	923,587	847,882
	<hr/>	<hr/>
Change in Net Assets	110,862	37,927
	<hr/>	<hr/>
<u>NET ASSETS</u>		
Beginning of year	1,230,835	1,192,909
	<hr/>	<hr/>
End of year	\$1,341,698	\$1,230,835
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See notes to financial statements

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Balance sheet - Governmental Fund - General Fund
June 30, 2009 with Comparative Totals for 2008**

ASSETS	<u>2009</u>	<u>2008</u>
Cash and cash equivalents	\$825,851	\$775,839
Investments	510,001	389,156
Accounts receivable	14,990	24,488
Due from other governments - State of LA	5,120	4,757
Accrued interest receivable	2,062	2,905
Prepaid insurance	2,773	3,205
	<hr/>	<hr/>
Total assets	<u>\$1,360,798</u>	<u>\$1,200,350</u>
 LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable and accrued expenses	\$ 2,748	\$ 7,340
Due to Advance Deposit Fund	42,748	0
	<hr/>	<hr/>
Total liabilities	45,496	7,340
Fund Balance:		
Designated	400,000	196,883
Unreserved - undesignated	915,301	996,128
	<hr/>	<hr/>
Total fund balance	1,315,301	1,193,011
	<hr/>	<hr/>
Total liabilities and fund balances	<u>\$1,360,797</u>	<u>\$1,200,350</u>

See notes to financial statements.

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Reconciliation of the Balance Sheet - Governmental Fund
to the Statement of Net Assets
For years ended June 30, 2009 with comparative totals for 2008**

	<u>2009</u>	<u>2008</u>
Total fund balance - governmental fund (fund financial statement)	\$1,315,302	\$1,193,011
Amounts reported for governmental activities in the statement of net assets (government-wide financial statements) are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds.		
Cost of assets	128,944	127,731
Accumulated depreciation	<u>(102,548)</u>	<u>(89,906)</u>
Total net assets of governmental activities	<u>\$1,341,698</u>	<u>\$1,230,835</u>

See notes to financial statements.

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds - General Fund
For the year ended June 30, 2009 with Comparative Totals for 2008**

	<u>2009</u>	<u>2008</u>
<u>Revenues</u>		
Recordings	\$208,517	\$259,545
Copies	70,194	115,362
Certified copies	13,955	15,718
Civil fees	342,067	295,547
Mortgage certificates	9,172	10,734
Criminal fees	21,882	9,625
Election/qualifying fees	3,961	3,075
UCC fees	21,662	20,447
Cancellations	24,658	28,937
Court attendance	1,664	1,672
Public	18,715	28,690
Marriage licenses	3,223	3,520
Clerk's compensation fund reimbursements	16,500	19,450
Interest earned	161,927	32,442
Miscellaneous revenues	5,488	3,118
	<hr/>	<hr/>
	923,585	847,882
Total revenues		
 <u>Expenditures</u>		
Current - Judiciary:		
Salaries and related benefits	431,866	430,594
Group insurance and retirement benefits	201,438	200,232
Insurance - other	13,280	10,335
Office supplies and expense	26,528	34,913
Postage and publishing	9,564	5,607
Equipment rental	24,441	26,980
Recording costs	44,013	34,629
Technical services and fees	38,681	31,657
All others	5,712	5,379
Special projects - designated funds	4,559	12,832
	<hr/>	<hr/>
Total current expenditures	800,081	793,159
 Capital outlays	1,213	0
Capital outlays special projects - designated funds	0	5,160
	<hr/>	<hr/>
Total expenditures	801,294	798,320
	<hr/>	<hr/>
Net Change in fund balances	122,291	49,562
 <u>Fund Balances</u>		
Beginning of year	1,193,011	1,143,448
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End of year	\$1,315,302	\$1,193,011
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See notes to financial statements.

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds to
Statement of Activities
For the years ended June 30, 2009 with comparative totals for 2008**

	<u>2009</u>	<u>2008</u>
Net change in fund balances - governmental funds (general fund)	\$122,291	\$49,562
Amounts reported for governmental activities in the statement of activities (government -wide financial statements) are different because:		
Governmental funds report capital outlays as expenditures in the individual fund Governmental activities report depreciation expense to allocate the cost of those capital assets over the estimated useful lives of the asset.		
Capital outlay	1,213	5,160
Depreciation expense	(12,642)	(16,796)
Gain/(Loss) on disposal of fixed assets	<u>0</u>	<u>0</u>
Change in net assets of governmental activities (government-wide financial statements)	<u>\$110,862</u>	<u>\$37,927</u>

See notes to financial statements.

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Statements of Fiduciary Net Assets
Agency Funds
June 30, 2009 with Comparative Totals for 2008**

	Advance Deposit Fund	Registry of Court Fund	Total	2008
ASSETS				
Cash and cash equivalents	\$ 702,095	\$ 7,972,943	\$ 8,675,038	\$ 6,302,620
Due from General Fund	212,536	0	212,536	0
Total assets	<u>\$914,631</u>	<u>\$7,972,943</u>	<u>\$8,887,574</u>	<u>\$6,302,620</u>
LIABILITIES				
Due to General Fund	\$ 169,788	\$ -	\$ 169,788	\$ -
Held for others pending court action	744,843	7,972,943	8,717,786	6,302,620
Total liabilities	<u>\$ 914,631</u>	<u>\$ 7,972,943</u>	<u>\$ 8,887,574</u>	<u>\$ 6,302,620</u>

See notes to financial statements.

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Statements of Changes in Fiduciary Net Assets
Agency Funds
June 30, 2009 with Comparative Totals for 2008**

	Advance Deposit Fund	Registry of Court Fund	2009 Total	2008 Total
Additions				
Deposits	\$ 776,649	\$ 2,347,087	\$ 3,123,736	\$ 5,529,607
Interest	5,432	162,228	167,659	110,805
Transfers In	2,000	33,107	35,107	4,030,223
Total Additions	784,081	2,542,422	3,326,503	9,670,635
Deductions				
Distributed to litigants	190,825	28,663	219,488	855,750
Clerks costs	300,007	-	300,007	307,690
Sheriff's costs	52,715	-	52,715	41,497
Other sheriff's costs	32,222	-	32,222	20,655
Others	45,144	-	45,144	40,697
Other	(12)	-	(12)	5,153
Transfers Out	89,985	2,000	91,985	4,030,223
Total deductions	710,886	30,663	741,549	5,301,665
Change in Net Assets	73,195	2,511,760	2,584,955	4,368,971
Net Assets Beginning	841,437	5,461,183	6,302,620	1,933,649
Net Assets Ending	\$ 914,631	\$ 7,972,943	\$ 8,887,574	\$ 6,302,620

See notes to financial statements.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

Introduction

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court serves as the ex-officio notary public; the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The clerk of court is elected for a four-year term.

1. Summary of Significant Accounting Policies

A. Basis of Presentation

The financial statements of the Pointe Coupee Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. In June of 1998, the GASB issued a codification of governmental accounting and financial reporting standards. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

B. Reporting Entity

The GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Since, the Pointe Coupee Parish Clerk of Court (Clerk of Court) is an independently elected official, and is legally separate and fiscally independent, the Clerk of Court is a separate governmental reporting entity. There are unrecorded financial transactions between the Pointe Coupee Parish Police Jury (the Jury) and the Clerk of Court where the Jury provides office space and utilities for the Clerk of Court.

Financial accountability is determined by applying criteria established by the GASB as listed below:

- Financial benefit or burden
- Appointment of a voting majority
- Imposition of will
- Fiscally dependent

The above identified transactions between the Clerk of Court and the Parish Jury are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

1. Summary of Significant Accounting Policies (Continued)

B. Reporting Entity (Continued)

The other three criteria of financial accountability do not pertain to the Clerk of Court when applying them as a means of identifying potential component units of the Pointe Coupee Parish Police Jury.

Because the police jury does not finance any of the activities of the clerk of court other than providing office space, although allowed to do so by Louisiana law, the clerk of court is financially independent of the parish police jury and, therefore, was determined not to be a component unit of the Pointe Coupee Parish Police Jury. The accompanying financial statements present information only on the funds maintained by the Clerk of Court. Other local governmental units over which the Clerk exercises no oversight responsibility are excluded from the accompanying financial statements. These units are considered separate reporting entities and issue financial statements separate from those of the Clerk of Court.

C. Fund Accounting

The Clerk uses funds to maintain its financial records during the year. Fund accounting is designated to demonstrate legal compliance and to aid management by segregating transactions related to certain clerk functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all or most of the Clerk's general activities. These funds focus on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations of the Clerk of Court. The following are the Clerk's governmental funds:

General Fund - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the clerk of court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operation expenditures are paid from this fund.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

1. Summary of Significant Accounting Policies (Continued)

C. Fund Accounting (Continued)

Fiduciary Funds - The reporting focus of Fiduciary funds is on net assets and changes in net assets. The only funds accounted for in this category by the Clerk are agency funds. Agency funds, the Advance Deposit and Registry of Court Funds account for assets held as an agent for others. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

D. Measurement Focus/Basis of Accounting

Fund Financial Statements (FFS)

The amounts reflected in the Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance-Governmental Fund, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures and Changes in Fund Balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled through adjustment, to a government-wide view of operations.

The amounts reflected in the FFS, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred. The governmental funds use the following practices in recording revenues and expenditures.

Revenues - Fees for certified copies, recording legal documents, marriage license, and commissions for services are recorded in the year they are earned. Interest income on time deposits are recorded when time deposits have matured and the income is available. All other revenue is recorded when received.

Expenditures - Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

1. Summary of Significant Accounting Policies (Continued)

D. Measurement Focus/Basis of Accounting (Continued)

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and the Statement of Activities display information about the Pointe Coupee Parish Clerk of Court as a whole. These statements include all the financial activities of the Pointe Coupee Parish Clerk of Court. Information contained in these statements reflect the economic resources, measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues – Program revenues included in the Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from general revenues.

E. Budget Practices

The Clerk of Court annually adopts a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget and public hearings on the budget. Any amendments to the budget are published in the Clerk of Court's official journal.

The proposed revised budget was prepared in accordance with generally accepted accounting principles (GAAP). The budget is legally adopted and amended, as necessary, by the clerk. All appropriations lapse at year-end.

F. Encumbrances

The Clerk does not employ encumbrance accounting.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

1. Summary of Significant Accounting Policies (Continued)

G. Cash and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Investments include amounts in time deposits and those investments with original maturities that exceed 90 days. Under state law, the clerk of court may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

H. Clerk's Fees Transferred from Advance Deposit Agency Fund

These fees represent revenue to the Clerk of Court earned from everyday operations for litigants. These fees are collected by a transfer of litigant's money deposited in the Advance Deposit Fund to the Salary Fund.

I. Compensated Absences

Vacation leave accrues as follows:

1. Upon completion of six month introductory period - 1 week per year
2. After 2 years continuous service - 2 weeks per year
3. After 10 years continuous service - 3 weeks per year (allotted at 6 months in intervals of 2 weeks and 1 week)

Vacation leave is not cumulative; any unused vacation is forfeited unless the Clerk gives special approval. Personal/Sick leave is granted to all full-time employees. Leave is credited at the rate of one full day for each calendar month of continuous service. Accrued unused leave earned by an employee will not be carried forward to succeeding calendar years. (See Footnote 7)

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

1. Summary of Significant Accounting Policies (Continued)

J. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$1,000 for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Computer Equipment	3 Years
Office Equipment	5 Years
Furniture & Fixtures	7 - 10 Years

K. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

L. Comparative Prior Year Information

The financial statements include certain prior year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Clerk's financial statements for the year ended June 30, 2008, from which summarized information was derived.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

2. Cash and Investments

At June 30, 2009, the Clerk of Court had the following cash and investments:

	<u>Book Balances</u>	<u>Bank Balances</u>
Deposits -		
Cash on Hand	\$0	\$0
Interest bearing demand deposits	235,542	295,060
Savings accounts	0	0
Money market accounts	2,304,368	2,323,699
LAMP	233,869	233,869
Time deposits (maturity 90 days or less)	<u>6,727,111</u>	<u>6,727,111</u>
	<u>\$ 9,500,889</u>	<u>\$ 9,579,739</u>
Investments -		
Time deposits (maturity over 90 days)	<u>\$510,001</u>	<u>\$510,001</u>

These deposits and investments are stated at cost, which approximate market. Under state law, these deposits, or resulting bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. These deposits (bank balances) are secured from risk by \$1,721,517 of federal deposit insurance and \$ 7,784,206 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1299 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

Interest Rate Risk The Clerk has minimal credit risk as all investments are certificates of deposit.

Investments held at June 30, 2009 consists of \$233,869 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at June 30, 2009 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in the physical or book entry form.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

2. Cash and Investments (Continued)

At June 30, 2008, the Clerk of Court had the following cash and investments:

	<u>Book Balances</u>	<u>Bank Balances</u>
Deposits -		
Cash on Hand	\$48,165	\$0
Interest bearing demand deposits	249,252	302,433
Savings accounts	131,910	131,910
Money market accounts	1,337,317	1,420,701
LAMP	231,031	231,031
Time deposits (maturity 90 days or less)	5,080,785	5,080,785
	<u>\$ 7,078,459</u>	<u>\$ 7,166,860</u>
Investments -		
Time deposits (maturity over 90 days)	<u>\$389,156</u>	<u>\$389,156</u>

These deposits and investments are stated at cost, which approximate market. Under state law, these deposits, or resulting bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. These deposits (bank balances) are secured from risk by \$952,543 of federal deposit insurance and \$ 7,043,306 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1299 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

Interest Rate Risk The Clerk has minimal credit risk as all investments are certificates of deposit.

Investments held at June 30, 2008 consists of \$231,031 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at June 30, 2008 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in the physical or book entry form.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

2. Cash and Investments (continued)

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local governmental entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA – R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP's participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: 2a7-like investment pools are excluded from this disclosure requirement, per paragraph 15 of the GASB 40 statement.
- Foreign currency risk: Not applicable to 2a7-like pools.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of pool shares.

LAMP is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

3. Accounts receivable

The Clerk's office held accounts receivable in the following amounts at year end:

	<u>2009</u>	<u>2008</u>
General Fund - Fees for services	\$ 14,899	\$ 24,488
	=====	=====

4. Interfund Receivables and Payables

At June 30, 2009, the General Fund owed the Advance Deposit Fund \$42,748, there were no interfund receivables and payables between the General and Fiduciary Funds at June 30, 2008.

5. Capital Assets

Capital assets and depreciation activity for the years ended June 30, 2009 and 2008 follows:

	<u>Balance</u> <u>June 30, 2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2009</u>
<u>Depreciable Assets:</u>				
Equipment & Furniture	\$127,731	\$1,213		\$128,944
Totals	137,904	1,213	0	128,944
Less accumulated depreciation	89,906	12,642	0	102,548
Net Capital Assets	<u>\$49,461</u>			<u>\$26,396</u>

	<u>Balance</u> <u>June 30, 2007</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2008</u>
<u>Depreciable Assets:</u>				
Equipment & Furniture	\$137,904	\$5,160	(\$15,334)	\$127,731
Totals	137,904	5,160	(15,334)	127,731
Less accumulated depreciation	88,443	16,796	(15,334)	89,906
Net Capital Assets	<u>\$49,461</u>			<u>\$37,825</u>

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

6. Leases

The clerk of court has various immaterial copier leases and, has operating leases of the following nature, none of which are recorded under capital leases as assets or obligations in the accompanying financial statements:

2008 GMC Yukon - Lease Period 48 months

Monthly payment - \$464.32, Purchase Option \$20,567.20 @ end of lease

The minimum annual commitments under non-cancelable operating leases are as follows:

<u>Fiscal Year</u>	<u>Vehicle</u>
2009-2010 \$	5,579
2010-2011	5,579
2011-2012	5,579
2012-2013	-
	<u>\$ 16,737</u>

7. Pension Plan

Plan Description Substantially all employees of the Pointe Coupee Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

Funding Policy Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Pointe Coupee Parish Clerk of Court is required to contribute at an actuarially determined rate. The rate was 11.5% of annual covered payroll. Contributions to the Pointe Coupee Parish Clerk of Court System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Pointe Coupee Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Pointe Coupee Parish Clerk of Court's contributions to the System for the years ending June 30, 2009, 2008 and 2007, was \$83,178, \$79,256 and \$58,160, respectively, and was equal to the required contributions for that year.

8. Other Post Employment Benefits

The clerk of court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for the benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and by the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's portion of premiums) as a expenditure when the monthly premiums are due, which for 2009, 2008 and 2007 was \$21,254, \$ 23,819 and \$23,529, respectively.

9. Compensated Absences

At June 30, 2009 and 2008, no liability for compensated absences was recorded since unused leave is not cumulative as detailed in Note 1 -I.

10. Risk Management

General Liability Insurance - The Clerk of Court is subject to various risks of loss due to tort, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; natural disasters; and automobile liability. The Clerk purchases commercial insurance policies to protect against loss related to these risks. Payment of the deductible is the only liability associated with these insurance policies. During the years ended June 30, 2009 and 2008 there were no significant reduction in the amount of coverage maintained by the Clerk of Court.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 2009

11. Litigation

At June 30, 2009 and 2008, there is no direct pending litigation against the Clerk of Court of Pointe Coupee. However, at June 30, 2008 the Louisiana Clerks of Court, of which the Pointe Coupee Clerk of Court is a party, are defendants of lawsuits filed in the United States District Court, Middle District. Although the suit is still pending, the Association and Clerks of Court denies any liability and is actively defending its position. While the ultimate outcome of the above matters cannot be predicted at this time, it is the opinion of management that the disposition of these matters will not have a material adverse effect on the financial position of the Clerk of Court.

12. Expenditures of the Clerk of Court Paid by the Parish Police Jury

Louisiana R.S. 13:784 provides that upon request of the Clerk, the police jury shall provide all necessary office furniture, equipment, and records and books. During the current year the Clerk has not requested that the police jury purchase any office furniture, equipment, and records and books for his office. The Police Jury does however provide office space located in the Parish Courthouse and pays for utilities for the Clerk's office. The amount of utilities paid by the Parish Police Jury is indeterminate.

13. Fund Balance - Designated

The Clerk has designated a portion of Fund Balance for special projects such as restoration and preservation of archives, including translation of books written in French and Spanish, ongoing comprehensive technology upgrade of the office and a one time repair and renovation of the office. The amount designated is derived from prior years' surpluses that were waived by the Pointe Coupee Parish Police Jury.

Required Supplemental Information (Part II)

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana**

**Statements of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Governmental Funds - General Fund
For the year ended June 30, 2009**

	Budget	Actual	Variance Favorable/ (Unfavorable)
Revenues			
Recordings	\$250,000	\$208,517	-\$41,483
Copies	95,000	70,194	(24,806)
Certified copies	14,000	13,955	(45)
Civil fees	295,000	342,067	47,067
Mortgage certificates	10,000	9,172	(828)
Criminal fees	8,300	21,882	13,582
Election/qualifying fees	2,400	3,961	1,561
UCC fees	20,000	21,562	1,562
Cancellations	25,000	24,858	(342)
Court attendance	2,200	1,664	(536)
Police Jury fees	2,000	0	(2,000)
Public	0	18,715	18,715
Marriage licenses	3,500	3,223	(278)
Clerk's compensation fund reimbursements	19,000	16,500	(2,500)
Interest earned	13,000	161,927	148,927
Miscellaneous revenues	2,600	5,488	2,888
Total revenues	762,000	923,585	161,585
Expenditures			
Current - Judiciary:			
Salaries and related benefits	454,000	431,866	22,134
Group insurance and retirement benefits	165,000	201,438	(36,438)
Other insurance	8,000	13,280	(5,280)
Office supplies and expense	25,000	26,528	(1,528)
Postage and publishing	11,000	9,564	1,436
Equipment rental	30,000	24,441	5,559
Recording costs	28,000	44,013	(16,013)
Technical services and fees	35,000	38,881	(3,881)
All others	6,000	5,712	288
Special projects - designated funds	75,000	4,559	70,441
Total current expenditures	837,000	800,081	36,919
Capital outlays	0	1,213	(1,213)
Capital outlays special projects - designated funds	0	0	0
Total expenditures	837,000	801,294	35,706
Excess (deficiency) of revenues over expenditures	(75,000)	122,291	197,291
Fund balances			
Beginning of Year	1,143,448	1,193,011	49,563
End of year	\$1,068,448	\$1,315,302	\$246,854

Reports Required by Government Auditing Standards

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Society of Louisiana CPAs

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Lanell S. Landry
Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

I have audited the accompanying financial statements of the governmental activities of the Pointe Coupee Parish Clerk of Court as of and for the year ended June 30, 2009, and have issued my report thereon dated March 9, 2010. I have conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Pointe Coupee Parish Clerk of Court's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Pointe Coupee Parish Clerk of Court's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Pointe Coupee Parish Clerk of Court's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Pointe Coupee Parish Clerk of Court's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Pointe Coupee Parish Clerk of Court's financial statements that is more than inconsequential will not be prevented or detected by the Pointe Coupee Parish Clerk of Court's internal control. I consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies in internal control of financial reporting referred to as Finding 2009-1.

A material weakness is a significant deficiency, or combination of significant deficiencies, which results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Pointe Coupee Parish Clerk of Court's internal control.

My consideration of internal control over financial reporting was for a limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies, and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, of the significant deficiencies described above, I consider Item: 2009-1 to be a material weakness.

Compliance

As part of obtaining reasonable assurance about whether the Pointe Coupee Parish Clerk of Court's basic financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed one instances of noncompliance that is required to be reported under *Government Auditing Standards* and is reported as Item 2009-2.

This report is intended for the information of the members of the Pointe Coupee Parish Clerk of Court and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

W. Kathleen Beard

Certified Public Accountant

March 9, 2010

Pointe Coupee Parish Clerk of Court
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2009

I have audited the financial statements of the Pointe Coupee Parish Clerk of Court as of and for the year ended June 30, 2009, and have issued my report thereon dated March 9, 2010. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements resulted in an unqualified opinion.

Section I - Summary of Audit Results

1. The auditor's report expresses an unqualified opinion on the basic financial statements of the Pointe Coupee Parish Clerk of Court.
2. Significant deficiencies, considered to be material weaknesses were disclosed during the audit of the basic financial statements in the report on internal control over financial reporting and on compliance based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. One instance of noncompliance material to the basic financial statements of the Pointe Coupee Parish Clerk of Court was disclosed during the audit.

Section II - Internal Control and Compliance Material to the Financial Statements:

Significant Deficiencies - Material Weaknesses

Item 2009-1 Repeat Finding: No controls exist to provide for the integration of component systems to a central accounting system to provide for efficient, effective and accurate reporting of the Clerk's financial status. The system does not facilitate the preparation of interim or year-end financial statements.

Criteria: The financial statements are prepared from a trial balance. Sound budgetary practices include the ability to monitor budget vs. actual revenue and expenditures both throughout the year and at year-end.

Effect: Errors that occurred throughout the year were not detected and corrected on a timely basis.

Cause: The software used by the Clerk is a specialized program used by clerks of court to account for fee revenue and receivables and civil docket accounting, each integrated with a check register system, however it does not have the capability of producing a trial balance. Also the system cannot produce a report of revenue and expenditures (GAAP basis) for use in interim monitoring of budget vs. actual revenue and expenditures. Due to the lack of reconciliation of data with known account balances throughout the year, errors that occurred were not detected and corrected making adaptation of existing financial data unreliable for preparation of financial statements.

Pointe Coupee Parish Clerk of Court
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2009

Section II - Internal Control and Compliance Material to the Financial Statements (Continued):

Significant Deficiencies - Material Weaknesses (Continued)

Recommendation: Improve internal control over financial reporting throughout the year, by implementing a system of accounting that will best utilize activity in the existing "clerk of court" programs into a true accounting application that can produce a trial balance. There must be a reconciliation of resulting asset and liability accounts to actual balances. This process must be performed monthly to accomplish the underlying goal of detecting and correcting errors that may occur throughout the year in the "clerk of court" program.

Management's Corrective Action Planned: The Clerk of Court agrees with the finding and will engage a contract accountant to perform this service monthly.

Item 2009-2: Annual Financial Statements Not Timely Submitted

Criteria: Louisiana Revised statute 24:513 requires all governmental entities to complete an audit of the entity's financial statements and transmit the audited financial statements to the Legislative Auditor within six months of the Close of the entity's fiscal year.

Condition: The Pointe Coupee Parish Clerk of Court did not submit it's annual audited financial statement to the Legislative Auditor by December 31, 2009, which is six months after the close of it's fiscal year ended June 30, 2009.

Cause: The factors causing late submission of audited financial statements are the same as those discussed in Finding 2009-1.

Recommendation: The Clerk should implement the recommendations in Finding 2009-1 to ensure that the accounting records for all funds are complete, accurate and auditable so that it will be able to comply with Louisiana Revised statute 24:513.

Management's Corrective Action Planned: The clerk agrees with the finding and will engage a contract accountant of perform accounting services monthly.

Section III - Management Letter

No management letter issued.

Pointe Coupee Parish Clerk of Court
Status of Prior Audit Findings
For the Year Ended June 30, 2009

INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

Section II – Internal Control and Compliance Material to the Financial Statements:

Significant Deficiencies – Material Weaknesses

Item 2008-1: No controls exist to provide for the integration of component systems to a central accounting system to provide for efficient, effective and accurate reporting of the Clerk's financial status. The system does not facilitate the preparation of interim or year-end financial statements. The system does not provide for recording and reporting budgetary data for financial planning and budgeting activities.

Criteria: The financial statements are prepared from a trial balance. Sound budgetary practices include the ability to monitor budget vs. actual revenue and expenditures both throughout the year and at year-end.

Effect: Errors that occurred throughout the year were not detected and corrected on a timely basis.

Cause: The software used by the Clerk is a specialized program used by clerks of court to account for fee revenue and receivables and civil docket accounting, each integrated with a check register system, however it does not have the capability of producing a trial balance. Also the system cannot produce a report of revenue and expenditures (GAAP basis) for use in interim monitoring of budget vs. actual revenue and expenditures. Due to the lack of reconciliation of data with known account balances throughout the year, errors that occurred were not detected and corrected making adaptation of existing financial data unreliable for preparation of financial statements.

Recommendation: Improve internal control over financial reporting throughout the year, by implementing a system of accounting that will best utilize activity in the existing "clerk of court" programs into a true accounting application that can produce a trial balance, or by posting transaction totals to a working trial balance. In either case, there must be a reconciliation of resulting asset and liability accounts to actual balances. This process must be performed monthly to accomplish the underlying goal of detecting and correcting errors that may occur throughout the year in the "clerk of court" program.

Management's Corrective Action Planned: The Clerk agrees that an accounting system to compile data derived from the existing programs should and will be established. The Clerk will engage a contract accountant to perform the recommended procedures.